# Career and Technical Education Data Entry – Spring Collection

This guide is designed to provide direction on how to enter student Career and Technical Education (CTE) data for the Spring CTE Collection.

Students who are enrolled in grade 12 during the 09-10 school year and have completed at least 3 credits (6 semesters) of CTE coursework should be designated as CTE Concentrators and have the Area of Concentration entered.

This data is collected as part of a district's Carl Perkins grant requirement.

Students may have earned their CTE credits at another high school. It may be necessary to review transcripts for prior coursework.
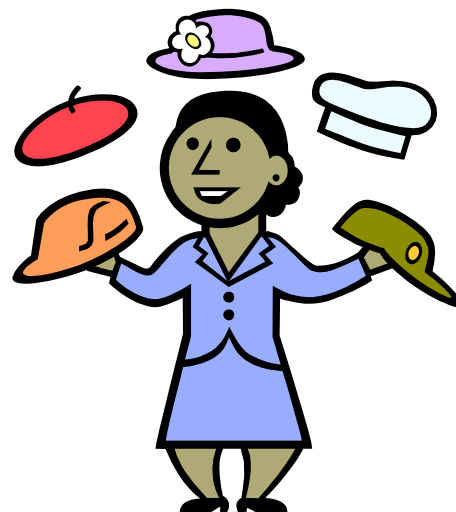
DIRECT ENTRY INSTRUCTIONS

Select Year 09-10 and a
High School.

Click on the Search tab.
Search for a: Student.
Click Advanced Search.

Select Grade 12 from
Student Search.

Click Search.

Select the student from
the list on the left.

Click on the Enrollments
tab.

Open the grade 12
enrollment record by
clicking on the Edit
notepad icon.

All 12th grade students enrolled in the 09-10 school year that meet the requirements for a CTE Concentrator should have data entered, even if they are no longer actively enrolled.

Scroll down to the CTE Concentrator section. Open the section by clicking on the plus (+) sign.

If the student meets the criteria for a CTE Concentrator, check the box and indicate the Area of Concentration. A student's Area of Concentration is the program in which the identifiable majority of the CTE classes are taken. If there is no way to determine a clear majority, only then should the "blend" option be used.

If the student has a child or shares parenting of a child, check the Student is Single Parent box.

Click Save. Repeat for all CTE Concentrators.

**NEW
Tech Prep Participant and Non Traditional Enrollee are **not** required fields. Districts do not need to verify if participants meet these requirements.

The Area of Concentration reflects the courses the student is or has completed, not necessarily the field or career path they intend to pursue after high school.

Career Path is still not a required field for the 09-10 year. The Area of Concentration is required for all CTE Concentrators.

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FILE UPLOAD INSTRUCTIONS

Extract the CTE Spring Collection file from your Student Information System.

From the Index, select MT State Reporting/MT Data Upload.

From Import Type, select Career and Technical Education. From Work to Perform, select Validate and Test File. Browse for your file and click Upload.

Check the Import Results Summary for errors. Make all necessary corrections.

Return to MT Data Upload and change the Work to Perform to Load Partial file. Click Upload.

From the Index tab, select **System Administration > Data Utilities > Resync State Data**

4. Make sure the **Check Dependencies** box is marked.
5. Select the box next to Enrollment
6. Select the **Send Resync** button at the bottom of the screen.

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A CTE Spring Collection file can also be created using MT Extracts.

From the Index, select MT State Reporting, MT Extracts.

Choose Career and Technical Education from the Extract Type and CSV from Format.

Select the High School and click Generate Extract.

Enter a "Y" in the CTE Concentrator Field for all CTE Concentrators. If the student is a single parent, enter a "Y" in column L. Enter the student's Area of Concentration. Delete the first three rows and format the District and School columns (right click, Format Cells, Custom – in the General field enter 000# and click Enter. Save the file in *.tsv format.

Open the *.tsv file and enter the header row (HD *tab* Date *tab* Time *tab* MT9.1). Click Save and follow the upload instructions above.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	RecordTyp	Date	Time	Version													
2	HD	3/1/2010	12:00:00	MT9.1													
3	RecordTyp	DistrictNumb	SchoolNu	CalendarI	StateID	LocalID	LastName	FirstName	CTEConce	TechPrepl	NonTradit	StudentSi	AreaOfCo	CareerPat	DateConta	PostGradu	Year
4	CT	0420	0358	1	52689	120001	Hoover	Herbert	Y			Y	8				2010
5	CT	0420	0358	1	50264	196	Aamold	Ron	Y				20				2010
6	CT	0420	0358	1	50282	220	Blume	Cody	Y				60				2010
7	CT	0420	0358	1	50286	224	Brzezinski	Jaegar									2010
8	CT	0420	0358	1	50287	225	Bautista	Avery									2010
9	CT	0420	0358	1	50290	231	Charbonn	Madison									2010
10	CT	0420	0358	1	50380	360	Thornton	Denay									2010
11	CT	0420	0358	1	50393	382	Wood	Tre									2010
12	CT	0420	0358	1	50394	384	Woods	Amber									2010

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Appendix M:
Area Of Concentration

CODE	NAME	DEFINITION
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations. *Only used if a majority cannot be determined.*
ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING		